

Milford Junior High School
Student Handbook and Agenda
2011-2012

Kelli Ellison, Principal

Sarah Greb, 7th Grade Assistant Principal

Dan Yeager, 8th Grade Assistant Principal

Chris Fansler, 7th Grade Counselor
Shawn Lehman, 8th Grade Counselor

5735 Pleasant Hill Road
Milford, Ohio 45150

Administrative Offices: (513) 831-1900
Guidance Offices: (513) 248-3444

SCHEDULE OF CLASSES

QUARTER I

QUARTER II

| Period | Room | Class/Teacher | | Period | Room | Class/Teacher |
|--------|------|---------------|--|--------|------|---------------|
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QUARTER III

QUARTER IV

| Period | Room | Class/Teacher | | Period | Room | Class/Teacher |
|--------|------|---------------|--|--------|------|---------------|
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Study
Buddy _____
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Study
Buddy _____
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Study Buddy

Study
Buddy _____
—

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 Junior High Handbook

(Please Print Clearly)

Student's Name _____ Building _____

Parent/Guardian Name _____ Phone# _____

Student Signature _____ Date _____

Signature of Parent/Guardian _____ Date _____

I give permission for my child to attend the 8th grade field trip to Live Oaks as part of the 8th grade's career exploration opportunities.

Signature of Parent/Guardian _____ Date _____

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MILFORD JUNIOR HIGH SCHOOL

We are glad that you are a student in our school, and hope that this school year will be the very best school year ever!

*If you are a new student in our school district, we extend a special welcome to you and your family. Milford Schools have a proud tradition of providing quality educational programs to all students. **Every student** can achieve here if they have a sincere desire to learn.*

A quality teaching and support staff will assist you in every way. Don't hesitate to ask questions if you don't understand. Be prepared every day to do your very best, to make a genuine effort, and to develop a positive attitude about school.

During the 2011-2012 school year, we will provide a safe and enriching environment in which you can succeed. We take pride in how we care for and respect each other and our school home.

This handbook is intended to provide basic information to you and your parents, not only at the beginning of the school year, but from time to time throughout the year. It is a reference manual containing the most commonly needed information. A complete set of the Board of Education policies is available in the school library. Please read this handbook carefully now, share it with your parents, and be prepared to refer to it throughout the school year.

*We believe that **everyone** in our school has a responsibility to care for and maintain a pleasant school environment. Let's work **together** to make it happen!*

*It's going to be an exciting school year - - and we are happy that **YOU** are here to be a part of it!*

Best Wishes,

Mrs. Ellison, Principal

WHAT IS A JUNIOR HIGH SCHOOL?

A junior high school is a place of your own, a place for young people who are ready for different teachers, for different subjects, ready for school activities, ready for a chance to study independently and grow socially; a place for someone who still needs just the right amount of guidance, help, and understanding in this most difficult growing period of your life.

At Milford Junior High School you will have the opportunity for many learning experiences that will help you make decisions about high school, education after high school, and future careers. You will be given opportunities to get to know more about yourself and more about others.

You will be encouraged by your teachers, counselors and principals to be a responsible student by using good study skills and doing schoolwork regularly. Don't get behind -- it's difficult to catch up. If you do need assistance, don't be afraid to ask your teachers for help. **WE WANT YOU TO BE SUCCESSFUL AT MJHS!**

MILFORD JUNIOR HIGH SCHOOL MISSION STATEMENT

The mission of the Milford Junior High School is to prepare our students to be life-long learners who compete successfully in a complex world, to encourage students to take personal responsibility for their learning, to prepare students to be self-sufficient, independent, contributing members of their community and society.

MISSION STATEMENT ON CULTURAL DIVERSITY

Milford Junior High School recognizes and celebrates the diversity found in the community it serves and regards it as one of the school's strengths. It is the mission of the staff to provide opportunities of all kinds which promote an appreciation and respect for all people as individuals.

The school promotes programs and activities that educate, enrich, and endorse the concept that every person deserves to be treated and addressed in a caring and respectful manner. Milford Junior High is committed to providing a safe and friendly environment in which to learn, and forbids words or actions of a hurtful or threatening nature, particularly those which are degrading in regard to race, sex, or economic status.

THE FIVE POINTS OF CHARACTER

The Milford Exempted Village School District recognizes the importance of promoting a climate of mutual respect and developing individuals of good character. We support the Five Points of Character and believe that individuals should possess the traits of respect, responsibility, trustworthiness, caring, and citizenship.

RESPECT: tolerance, be considerate, be open-minded, teamwork, self-worth, humility, listen to others, deal peacefully with conflict, treat others the way you want to be treated.

RESPONSIBILITY: accountability, teamwork, persistence, perseverance, self-discipline, integrity, always do your best, consider the consequences, always do the right thing, deal peacefully with others.

TRUSTWORTHINESS: honesty, reliability, integrity, self-discipline, loyalty, teamwork, good reputation.

CARING: compassion, kindness, empathy, deal peacefully with others, forgiveness, helpfulness, sympathy, gratitude, nurturing, charitableness.

CITIZENSHIP: respect authority, service, obey laws and rules, cooperation, helpfulness, patriotism, and respect your environment.

GETTING STARTED - OPENING DAY

WILL I GET LOST? WILL I BE ABLE TO WORK MY LOCK? WILL I BE ABLE TO FOLLOW MY SCHEDULE? WILL MY TEACHER LIKE ME?

If you are thinking any or all of the questions above, you are normal. The opening day of school is a special day for everyone. Listed below are a few suggestions that may make your first day of school go smoothly.

1. Our school hosts an open house for students on two days during the week before the first day of school. When you visit the school, you will be able to pick up class schedules, pay fees, practice opening your lockers, and visit your classrooms. This should help take away some of those "first day jitters."
2. ACE lists can be found in several locations in the building. Your ACE assignment will be on the schedule you picked up during open house. **Report to your ACE class upon arriving at school on the morning of the first day.** On the first day, you should have with you a pencil, paper, notebook, and lunch money or packed lunch.
3. Pay careful attention to everything your ACE teacher says, and follow directions. Ask questions if you do not understand.
4. **If you did not pick up your schedule during open house, you will pick your schedule in the cafeteria on the first day.** One of your teachers will explain to you how to read it. You should make an additional copy of it in your plan book as soon as possible.
5. If you should get mixed up on your schedule, don't worry; just ask a teacher for help.
6. Protect your belongings. Each year hundreds of dollars worth of personal possessions are lost or stolen at school - usually because of carelessness in taking care of personal possessions. **Give no one** your locker combination, and do not leave your belongings lying about in the cafeteria, gymnasium, hallways, or outside. Do not bring expensive items or large sums of money to school. Make sure your locker is locked.
7. **When in doubt, come to the office or seek the help of a teacher.** We may be busy, but with your patience, we will be able to help you.

READING YOUR DAILY SCHEDULE

The school day is divided into periods numbered 1-6 and ACE. Abbreviations are used by the computer to help keep your schedule by period, day, quarter, and room number. Any staff member or teacher will gladly help you interpret your schedule. **Do not hesitate to ask.**

SCHOOL SUPPLIES

School supply lists will be mailed home. They can also be found on Edline, prior to the start of the school year.

LOCKERS

Each student will receive a locker assignment at the beginning of the school year. All lockers are equipped with built-in locks. The lock combination is *confidential*. **Students should never give their combination to any other student.** The guidance office assigns lockers. Students who experience problems with lockers may receive help by reporting to the guidance office secretary. Personal locks are not permitted on hall lockers.

If a special need arises which requires a student to visit his/her locker, she/he may request a locker pass from the teacher. As with all passes, permission is at the discretion of the teacher. Students are not permitted to go to their locker during your lunch period. They should bring lunches and lunch money with them before this period.

Students are asked to keep their lockers orderly and neat. They are to use only the locker assigned to them. Sharing lockers has led to many problems, and is not permitted. Lockers should be locked at all times. All personal items and books, when not in use, are to be kept in lockers. Students should not store valuables or large sums of money in their lockers. It is recommended that they should not be brought to school at all.

The school cannot accept responsibility for safeguarding property in student lockers. Students are not to deface their lockers with markers, stickers, gum, etc. At the conclusion of the school year, students will be responsible for cleaning their own lockers. It is the practice of the school to have periodic locker clean-outs and checks throughout the school year.

Student lockers are the property of the Milford Exempted Village School District. Striking, kicking, defacing or otherwise abusing a student locker will be dealt with as a serious matter. Students are to use them only for school purposes. Students should be aware that their assigned locker will be jointly accessible to the student and school officials and may be subject to search at the discretion of school officials that may include canine searches.

Gym lockers are available for student use during physical education classes. **Students need to bring a combination lock to secure belongings during class time, but must remove it at the end of each class period so that it is available for other classes.** Students should use the same caution in safeguarding gym lockers as they do with their hall lockers.

CRITICAL STUDENT RECORDS INFORMATION

ENTERING/WITHDRAWING FROM SCHOOL

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

- i. Child's birth certificate
- ii. Child's Social Security card
- iii. Proof of residency (utility bill)
- iv. Custody papers (if applicable)
- v. Shot record

Parents should notify the Guidance 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.

VACCINATIONS

All students are required by law to have their MMR2 and DPT booster vaccinations. Every 7th grade and newly enrolled 8th grade student must submit paperwork confirming these vaccinations prior to starting school.

EMERGENCY MEDICAL AUTHORIZATION FORMS

Ohio state law requires an emergency medical authorization form from each student. This enables parents to authorize emergency treatment for a student who becomes ill or injured while under school authority, when parents cannot be reached. It also alerts school personnel to medical problems that may require special treatment or attention.

Students cannot participate in extracurricular activities or field trips unless these forms are on file. All students must submit their emergency medical forms by **the end of 1st Quarter**. If the proper forms are not on file, the student may be excluded from school. It may be necessary to fill out multiple forms, particularly for athletics, since "original" copies are preferred by hospitals and medical services.

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's 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.

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 Guidance 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.

GRADE & PROGRESS REPORTS

All students receive eight (8) reports each school year. Mid-quarter progress reports (interims) are sent home with students. Quarter report cards are sent home via postal mail or with the students following the end of the first, second, and third quarters. Final, year-end, report cards are mailed home within ten working days of the end of school.

All grade changes must be approved within two weeks after the end of the quarter.

Teachers and other staff members are available to assist parents in providing information about student performance through phone calls and/or conferences as arranged by the Office.

EDLINE – MJHS WEBSITE

Milford Junior High School uses Edline as a secure and easy way for educators, parents, and students to share information online. Parents who have access to the Internet are able to access their student's grades and assignments 7 days a week, 24 hours a day. Teachers will make every effort to list the current week's assignments every Monday by 4:00 PM. Also, a report detailing student grades will be posted every Monday and Thursday by 4:00 PM. Edline is another tool to provide timely and specific information to our parents so that by working together, we can ultimately enhance student success.

We encourage you to activate your Edline account as soon as possible. Please contact Connie Stevens in the Guidance Department at 248-3444 if assistance is needed.

SCHOOL FEES

School fees are assessed for all students which reflect a part of the costs of supplies consumed during the process of instruction or for items which become the personal property of the student. A general fee of \$20.00 covers such items as student's agenda, assessment materials, Scantrons, registration guides and other reports.

Class fees are assessed for supplies consumed in courses such as art, science or life skills. All fees are due by **the end of 1st Quarter**.

School Fees for 2011-2012

General Fee (All Students) \$20.00, and then add:

| Electives | | |
|---------------------------------|---------|---|
| Art I | \$12.00 | Art supplies used in class |
| Art II | \$12.00 | Art supplies used in class |
| Band | \$8.00 | Sheet Music |
| Introduction to Computers | \$6.00 | Paper, Printing Costs |
| Digital Discovery | \$6.00 | Paper, Printing Costs |
| French I | \$12.50 | Workbook and Tape Manual |
| German I | \$3.00 | Supplies/Food Experience |
| Introductory Choir 7 | \$8.00 | Sheet Music |
| Introductory Choir 8 | \$8.00 | Sheet Music |
| Advanced Choir | \$8.00 | Sheet Music |
| Music Technology | \$9.00 | Workbook/CD |
| Spanish I | \$15.50 | Workbook and Tape Manual |
| Health | \$2.00 | Manuals |
| Steps to Success I | \$5.00 | Materials |
| Steps to Success II | \$5.00 | Materials |
| Stats and Measurement in Sports | \$3.00 | Materials |
| 20 th Century Music | \$5.00 | In-Tune Magazine |
| Taste of Culture | \$5.00 | Supplies, Food Experiences |
| Grade 7 | | |
| Math 7 | \$8.00 | Workbook |
| Accelerated Math 7 | \$8.00 | Workbook |
| Science 7 | \$10.00 | Lab Supplies, Butterflies |
| Language Arts 7 | \$19.00 | Workbook, Novel Fee |
| Honors Language Arts 7 | \$28.00 | Workbook, Novel Fee, Junior Scholastic Magazine |
| Reading Lab | \$30.00 | Coach Workbook, Action Magazine, r-Book |
| Language Lab | \$19.00 | Coach Workbook, Action Magazine |
| Math Lab | \$5.00 | Workbook |
| Reading | \$25.00 | Workbook |
| Grade 8 | | |
| Math 8 | \$8.00 | Workbook |
| Accelerated Math 8/Math I | \$8.00 | Workbook |
| Science 8 | \$8.00 | Lab Supplies |
| Language Arts 8 | \$30.00 | Workbook, Novel Fee, Academic Vocabulary Notebook |
| Honors Language Arts 8 | \$40.00 | Workbook, Novel Fee, Academic Vocabulary Notebook, Upfront Magazine |
| Reading Lab | \$30.00 | Coach Workbook, Action Magazine, r-Book |
| Language Lab | \$19.00 | Coach Workbook, Action Magazine |
| Math Lab | \$5.00 | Workbook |
| Reading | \$25.00 | Workbook |

CAFETERIA GUIDELINES

Welcome to the Jr. High Cafeteria! We hope these guidelines will make your experience a pleasant one.

Breakfast will be served from 6:45-7:15 in the cafeteria. No beverages may be taken out of the cafeteria, but students may finish breakfast on the way to class. Food must be disposed of properly or this privilege may be suspended.

Lunch

There are three lunch lines to choose from in the Jr. High Cafeteria: a Grab & Go line and two self-serve lines.

Grab & Go Line

The "Grab & Go" line is located in the seating area of the cafeteria. This line moves faster than the self-serve lines because meals are available pre-packaged inside an open display cooler. There are two side items included inside each pre-packaged meal; students may take extra pre-packaged side items from the open display cooler at no additional charge. There is a utensil packet inside each pre-packaged meal.

Salad dressing packets, crackers, and a variety of condiments are available at the cashier station.

The Pretzel Meal and the Nacho & Cheese Meal are Super Lunches available in a warmer near the cashier at the end of the Grab & Go line. The Nacho & Cheese Meal is also available on the self-serve lines.

Nutritious snacks and beverages are also for sale on the Grab & Go line.

Two Self-Serve Lines –

The two lines located inside the kitchen are similar to the self-serve lines at the elementary schools except entrées are available in three separate areas.

One of our self serve lines is now cashless. Students who have lunch money accounts or free lunch students may want to use this line for faster service.

The Self-Serve procedure:

- Pick up a tray at the start of the line.
- Select the entrée of your choice: from the lunch lady, out of the open warmer (a hot wrapped entrée), or from a tray located next to the warmer (a chef salad, deli sandwich, or PBJ Uncrustable).
- On Tuesdays and Thursdays baked spuds are also available out of the open warmer.
- Select your sides from the self-serve bar.
- Take a carton of milk out of the open cooler.
- Proceed to the cash register.

Prices:

Breakfast: (This is a cashless meal; pre-paid funds are taken off the account.)

Paid Breakfast \$1.25

Reduced Breakfast .30

Students who qualify for a free lunch also qualify for a free breakfast.

Lunch:

Grab & Go (Pre-packaged Lunch) \$2.70

The *Regular Lunch* and the *Super Lunch* are available every day on each self-serve line.

Regular Lunch \$2.45 – Extra Entrée- \$1.95

Super Lunch \$2.95 – Extra Entrée- \$2.45

Milk only \$.50

Baked Spuds (sold with a meal only) \$.75

Regular Lunches with baked spuds are: \$3.20, Super Lunches with baked spuds are: \$3.70

Adult/Guest Meal Prices: Regular \$3.20 Super \$3.70 Grab N Go \$3.45

These meals with spuds will be \$.75 more.

Regular Lunch:

Regular lunches include all sides, milk, and **one** of the following:

An entrée posted on the monthly menu, or a Cheeseburger, Chef Salad, Deli Sandwich or PBJ Uncrustable all of which are served daily.

Super Lunch:

Super Lunches provide larger portions and are more filling than a regular meal; all sides and milk are included with the Super Lunch.

Super lunches include:

| | |
|-----------|--|
| Daily | Nachos & Cheese |
| Monday | Bosco Cheese Stuffed Sticks w/Marinara Sauce |
| Tuesday | Chicken Patty on a Bun |
| Wednesday | Papa John Pizza |
| Thursday | Chicken Patty on a Bun |
| Friday | Papa John Pizza |

Baked Spuds:

One serving of baked spuds is available with a meal every Tuesday and Thursday. The baked spuds are located in the open hot warmer above the wrapped sandwiches on each self-serve line. They are not available on the Grab & Go line.

Snacks: Nutritious snacks and beverages that meet district guidelines are available on every lunch line. Parents who want a limit on the amount of snacks their student(s) may purchase must send a note to the cafeteria or the Nutrition Services office.

All students must have a packed lunch from home or purchase a school lunch before they may purchase snacks. Students must bring their packed lunch with them in line and show it to the cashier before they may purchase any snacks or beverages, other than milk.

Charges:

We do not approve of Jr. High students charging school lunches. Our program is self-supporting and these charges are a loss to our department. If a student does not bring money he/she will be offered a peanut butter sandwich, two vegetables, and milk for a \$1.00 charge. All charges must be paid in full before a student can purchase a school lunch. Students are not permitted to charge snacks.

Comments & Suggestions:

Your opinion is important to us. If you have a comment or a suggestion for how things can be improved or a recommendation for a new menu item, please let us know by writing it down and turning it in to the kitchen manager.

STUDENT CAFETERIA EXPECTATIONS

All students are expected to adhere to the following guidelines when using the cafeteria at lunchtime:

1. Students are to go directly to the cafeteria when dismissed for lunch. This includes those students who have packed their lunch.
2. Eating and drinking is to be done only in the cafeteria.
3. Horseplay, throwing of food, and other similar behaviors are prohibited.
4. Students are to follow the direction of cafeteria staff, supervisors and monitors.
5. Immediately upon finishing their lunch, students are to report to the gymnasium to await dismissal to their classes.
6. Cutting in line is prohibited.
7. Students are to clean up after themselves and deposit all waste and trash in the provided receptacles.
8. When dismissed, students will walk quietly through the halls and not disturb the classes in session.
9. Failure to follow these guidelines may result in referral to the Student Code of Conduct.

VENDING MACHINES

Students have access to the vending machine by the gym after school hours only.

FOOD AND BEVERAGES IN THE SCHOOL BUILDING

All food and beverages are to be consumed in the cafeteria. Exceptions must be approved in advance by the administration. Under no circumstances should any food or opened drink be taken to classrooms or through the halls. Students are not to consume beverages from their own or another's locker during the school day. Students are to refrain from bringing gum, or candy to school. All beverages brought to school for consumption at lunch must be in their original containers; glass bottles are prohibited.

TRANSPORTATION

SAFETY TO AND FROM SCHOOL

The school is directly responsible for supervision of students only while they are on school property during school hours. Limited 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.

WALKERS

Students living within the vicinity of our campus are permitted to walk to and from their homes. Students who are doing so are to identify themselves on the first days of school to those staff members who are supervising the dismissal process.

Students who are walking home are to leave school property immediately. Unless students are involved in an after school activity they should not be in the building after 2:30 PM. Loitering at the high school or in other areas of the campus is forbidden.

MOTOR VEHICLES

Students who are being taken home in automobiles by parents are to do so at the rear or the front of the building. No student is permitted to ride in private automobiles except those driven or approved by their parents or guardians.

BUS INFORMATION – For specific transportation information, call Transportation at 575-1563

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. Hall, Transportation Supervisor. Note that bus passes will be issued in emergency situations only.

STUDENT CONDUCT ON SCHOOL BUSES

Once a student boards the bus, he/she becomes the responsibility of the school district. 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; in addition, referral may be made to the Student Code of Conduct Regulations.

STUDENT TRANSPORTATION POLICIES

1. Pupils shall arrive at the bus stop approximately five minutes before the bus is scheduled to arrive and wait in a location clear of traffic and away from the bus stops.
2. Behavior at school bus stops must not threaten or harm any individual, or damage anyone's property.
3. Upon boarding the bus pupils must go directly to an available or assigned seat and remain seated keeping aisles and exits clear.
4. Pupils must observe classroom conduct and obey the driver promptly and respectfully.
5. Pupils must not use profane language.
6. Pupils must not eat or drink on the bus except as required for medical reasons.
7. Pupils must not have tobacco, alcohol, or drugs in their possession on the bus.
8. Pupils must not put head or arms out of the bus window and are not allowed to throw or pass objects on, from or into the bus.
9. Pupils must leave or board the bus at the location to which they have been assigned. In the case of a family emergency for which this needs to be changed, parents must notify the Milford Junior High School Administrative office in writing and a phone call to verify any change in this procedure. Approval for a change will not be granted until parents have verified with the Administrative office.
10. Special arrangements will be made for the use and storage of equipment and other means of assistance required by handicapped pupils.
11. Parents with pupils that have a medical problem that requires driver attention should notify the Director of Transportation.
12. Pupils may carry only objects that can be held in their laps. Pupils are not permitted to bring objects that are potentially dangerous such as glass, coat hangers, pets (guinea pigs, turtles), large toys, skateboards, ball bats, basketballs, large stuffed animals, and large science projects.
13. Do not engage in loud talking or laughing. Unnecessary confusion diverts the driver's attention and may result in a serious accident.
14. Video cameras will be used to monitor student behavior and may be used as evidence in student disciplinary proceedings. The tapes are student records and subject to school district confidentiality, board policy, and administrative regulations.

CLINIC/MEDICATION ISSUES

ILLNESSES AT SCHOOL

Students who become ill or injured, or who need medical help during school hours, are to report to the clinic (located in the guidance hall). In all but emergency cases, a student must receive permission and a hall pass to do so.

Depending on the nature of the illness, a student will be kept for observation for a short period of time, or a parent will be notified to transport the student home. No student will be permitted to leave the building without permission from a parent or guardian, and may use only the transportation provided or arranged for them by parents and school staff.

In the event a student becomes ill while at school:

- a. Students should immediately notify the teacher when ill.
- b. After receiving permission, ill students should report directly to the health service aide in the clinic. If the clinic is closed, the student should report to the main office.
- c. If necessary, the health service aide or the attendance secretary will make arrangements to send an ill student home.
- d. No student will be sent home without school personnel first contacting the parent/guardian.
- e. In-school illness will be excused only if the student has reported to the clinic or main office. All necessary restroom and medical facilities are available in these areas.
- f. Students are not to make phone calls or arrangements regarding illness at school except through appropriate school personnel.

MEDICATION POLICY

Clinic or other school staff cannot, by state law, dispense medication without the consent of a student's physician and his/her parents or guardians. Medication can be dispensed only with all requirements of Section 3313.713 of the Ohio Revised Code and in accordance with Milford Board of Education Policy. Parents should ask their doctor to arrange the time medication is to be given to avoid school hours if possible. Parents are permitted at any time to administer medication to their students when long-term arrangements have not been made or are unnecessary.

Parents who anticipate that prescribed medication is to be administered on a regular basis during school hours are to obtain the necessary forms from the school and bring a supply of the prescribed medication in the original container to school. Such prescriptions will be locked in the clinic and administered as instructed. Forms are available in the school office and will be included in the information taken home by the student at the opening of the school year; new request forms must be submitted each year. Specific documentation is required if a student must use an inhaler to self-administer through the school day.

Other than inhalers, students are never permitted to carry prescriptions or over-the-counter medications on their persons or in their belongings while at school. Parent completion of the non-prescription drug form would allow clinic or other school staff to administer non-prescription drugs (in their original container) for no more than three days without a physician's statement.

HEAD LICE POLICY

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)

LIBRARY PROCEDURES

Students may check out 3 books at a time. Books will be due every 3 weeks. All overdue books must be returned or renewed before another book can be checked out. All books more than 3 weeks overdue will be marked lost. All lost books must be paid for in full.

PHOTO I.D. CARDS

Each student will be issued a Student Photo I.D. sometime after fall pictures are taken as part of the school picture package. These are needed to check out library materials, use the Internet at school, or to verify student prices for those attending high school athletic events. New students must see the Librarian to have their picture taken and will then be issued an I.D. There is a \$5.00 charge to replace a lost I.D.

ACADEMICS & ACTIVITIES

TEAMING

Teaming is a way of grouping students and teachers together to eliminate impersonal, random scheduling and instead create small learning communities within our school. Academic teachers of the core, or required courses, share a common group of students, and have time within their professional day to collaborate about their students and instruction. Students are distributed across the teams so that each team will have students with a wide range of abilities, and the students do not travel through their core courses as a group. This is important to allow our students to mix with a variety of students throughout the day. Students will be assigned to one of the four teams at each grade level at Milford Junior High. The core courses will be the required academic courses taken within your team.

THE CORE CURRICULUM

Grade 7 & 8 - 4 Periods/Day

Language Arts

Mathematics

Science

Social Studies

ELECTIVES

There are 6 periods a day, and you will complete your day by choosing from a wide variety of electives offered at MJHS. **More complete information about elective courses is available in the Milford Junior High School Registration Guide, on Counselor's Corner on Edline, or by contacting your Guidance Counselors at 248-3444.**

ENRICHMENT OPPORTUNITIES

The Junior High School offers many opportunities for enrichment purposes. Many of our elective courses are designed to be of value to students wishing to pursue their personal strengths or interests. In addition, the Junior High offers numerous extracurricular activities designed to enrich our students. Please refer to the registration guide for a listing of academic courses which offer enrichment and/or accelerated instruction. Other opportunities include but are not limited to Academic and Cultural Arts Contests, Solo & Ensemble Contests, Band and Chorus Contests, Math Counts, and Ohio Tests of Scholastic Achievement.

ASSEMBLIES

The Junior High holds several educational assemblies that enrich the curriculum for all our students.

ACADEMIC RECOGNITION

Students at Milford Junior High School have numerous ways to earn recognition through outstanding performance in their academic work. A summary of these opportunities follows:

HONOR ROLL

Each quarter our school publishes the names of those students who have achieved honor roll status. Appropriate certificates are also awarded, two categories are included:

- a. Highest Honors: For students earning a perfect 4.0 GPA for the quarter. Each quarter the names and photographs of all students earning a 4.0 GPA are displayed in the principal's display case in the front lobby.
- b. Honors: For students earning a 3.0 GPA or above for the quarter.

ACADEMIC SUBJECT AWARDS

Certificates and medals are given in each subject at each grade level based upon superior classroom achievement. These awards consider leadership, attitude, cooperation, participation, and enthusiasm. The selections for these awards are made by faculty departments.

MIDWEST TALENT SEARCH

Students who score at high levels on the S.A.T. or A.C.T., the same tests given to college bound juniors and seniors, are awarded certificates. To be eligible to take the A.C.T. or S.A.T. as part of this program, a student must have scored in the 95th percentile or above in his/her most recent standardized test.

NATIONAL JUNIOR HONOR SOCIETY

Students are selected for membership in this prestigious organization through application and faculty review. A 3.75 GPA or higher is required. Final selection is based on the society's standards of character, citizenship, leadership, scholarship and service, requiring student application and demonstration of performance. For details, see MJHS National Junior Honor Society Application.

EXTRA-CURRICULAR ACTIVITIES

Our Junior High is a very busy place indeed, as we provide numerous after school activities to encourage participation and allow our students to explore. We encourage our students to get involved – this is a wonderful time to try new things! Participation will make student life richer and help our students develop in many ways outside of the classroom. Did you know that students who are involved in extracurricular activities often earn better grades and enjoy their school experience more? We hope that your years at Milford Junior High School are enjoyable both in and out of the classroom.

INTRAMURALS

Students may wish to become involved with one or more of our intramural programs. We offer numerous after school activities that encourage participation and allow our students to explore various activities. Student interest has evolved into Math Counts, tennis and golf among others. **Refer to our Activities Booklet for a more complete listing.** Intramurals are geared to match with student and staff interests. New ideas for intramurals should be presented to the Assistant Principal, Dan Yeager at 831-1900.

ATHLETICS

The Junior High is the first chance many of our students have to participate on school teams, and we offer many opportunities for involvement:

Fall Sports: Cheerleading, Football, Volleyball, Cross Country

Winter Sports: Basketball, Cheerleading, Wrestling, Diving

Spring Sports: Track & Field

In order to participate, students must have physician permission, and a participation fee \$100.00 is charged for the first sport played. \$50.00 is charged for the second. The third sport can be played with no participation fee.

ACADEMIC ELIGIBILITY POLICY FOR GRADES 7-8

1. Incoming 7th graders are eligible for the grading period following their promotion.
2. In order to earn eligibility in all grading periods thereafter, a student must receive passing grades in at least three-fourths (75%) of all subjects during the previous grading period.

3. Semester average and yearly average have no effect on eligibility.
4. Summer school courses cannot be used to remove deficiencies in order to gain athletic eligibility.
5. All Milford student-athletes must maintain a minimum grade point average of 1.5 during the 2011-2012 school year.

CO-CURRICULAR ELIGIBILITY

Students in the following activities, but not limited to, Concert Choir, Builder's Club, Math Counts, Newspaper, Yearbook, Energy Team, Student Council, Path Finders and Peer Mediation must maintain a minimum grade point average of 1.5 during the 2011-2012 school year. Office aides must maintain a C or better in all classes in order to become an office aide.

HIGH SCHOOL ACTIVITIES

Junior High students may attend High School events and activities, which are open to the general public, such as games, plays and musical performances. All rules of conduct that apply to students are in effect for these events.

Junior High students, however, are not permitted to attend high school social events, such as the Sweetheart or Homecoming Dances, the Prom, or other similar activities, even when asked as a guest. Likewise, High School students may not attend Junior High social events.

BUILDING PROCEDURES

There are numerous procedures relating to our school that facilitate its smooth operation.

REPORTING ABSENCES (395-8338)

When a student is going to be absent, parents must call this 24 hour voice mailbox by 9:30 AM.

HALL PASSES

If a student leaves a classroom at any time during the instructional period, the student must have a hall pass. In all cases, students are to have teachers sign their plan books for this purpose. This makes it doubly important for students to carry and use their plan books in every class. Teachers have the final authority to determine when and how the hall pass may be used. Any abuse of the pass may result in a student losing this privilege.

BOOKBAGS/BACKPACKS/GYM BAGS

In the past several years the use of book bags and/or backpacks has become common. They are a convenient and efficient way for students to carry their books and other belongings to and from school. However, as with all things, some problems have occurred due to their use.

Some students have carried everything they bring to school to each and every class all day. This amounts to seven or eight books, notebooks and folders, pens, pencils, and in some cases, athletic equipment for use after school. Safety in our halls and classrooms is the major concern here. Large, heavy bags are unsafe when carried through crowded hallways, and create a real hazard when they block aisles and exits in classrooms. This has also contributed to poor organizational skills and has increased damage to both personal property and school materials.

Students **are not permitted** to carry book bags to classes. Any bags being brought to school should be small enough to be kept in lockers during the school day. Students will be encouraged to make visits to hall lockers after periods 2, 4, and 5 to select items they need for their classes.

PERSONAL BELONGINGS, VALUABLES, AND MONEY WHILE AT SCHOOL

Each student is responsible for the security of his/her own belongings while at school. The school provides a locker for the storage of such items, providing the combination lock information to individual students only. Problems have occurred repeatedly when this information is shared with other students.

The school will not be responsible for personal items which are lost, stolen or damaged while at school. **There is no need for students to bring valuables or large sums of money to school.** Similarly, our school is not a place for students to transfer, loan, or swap personal belongings or money. The school cannot use its authority to enforce verbal agreements between students.

Students must assume the adult responsibility to take care of their own belongings. There is simply no way the school can help to protect items left in hallways, unlocked classrooms, locker rooms, or on the grounds.

ELECTRONIC DEVICES

Students are not to bring laser pens, video games etc., to school. Students doing so will be subject to disciplinary action. This will prevent all potential problems. Personal tape/CD players and MP3 players (including iPods) are not to be carried or used during the school day.

CELL PHONES AND USE OF ELECTRONIC COMMUNICATIONS EQUIPMENT BY STUDENTS

Students are permitted to possess electronic communication 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. *Pagers, cell phone devices that can cause a distraction during the school day are to be turned off.*

Other electronic devices, such as hand-held computers, laptop computers and other communication devices may be used for instructional purposes. Permission by the building administrator is required prior to use. If a cell phone or electronic device is active during the school day, 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.

- On the **first** occurrence, a parent/guardian will be contacted to pick up the device at their earliest convenience and a warning will be given to the student.
- On the **second** occurrence, a parent/guardian will be contacted to pick up the device at their earliest convenience and an after school detention will be assigned to the student.
- On the **third** occurrence, a parent/guardian will be contacted to pick up the device at their earliest convenience, an after school detention will be assigned, and a Friday school will be assigned.
- On the **fourth** occurrence, a parent/guardian will be contacted to pick up the device at their earliest convenience, an after school detention will be assigned, and two (2) Friday schools will be assigned.
- If there is a **fifth** occurrence, an administrator will determine the next course of action.

TELEPHONE CALLS AND MESSAGES

School phones are not available for personal use by students. Students who have school-related business requiring the use of a school phone may do so, after receiving permission from a staff member in the administrative or guidance office. All arrangements necessary for transportation to and from school activities should be made prior to school.

Messages to students from parents or guardians will be referred to students when appropriate, usually at the end of the day. Messages of an emergency nature from parents or guardians will be delivered immediately. Personal messages from those other than a parent or guardian will not be taken or forwarded by office staff.

BUSINESS PARTNERS

Milford Junior High School salutes our Business Partners for 2011-2012. They provide expertise and support to our school operation and career education program. For more information, please call Shawn Lehman at 248-3445.

SCHOOL PICTURES

Students will have their photographs taken twice yearly by the school photographer. The fall session is the source of pictures for the yearbook and photo I.D. cards; the spring session is primarily a service to the family. Make-up sessions will be scheduled for each session to accommodate students absent on picture days.

FIRE AND TORNADO DRILLS

Fire drills are conducted monthly. Tornado drills will be conducted periodically throughout the year. Students are to familiarize themselves with the correct procedure to evacuate each of their classrooms by reading the directions posted in the room and by asking their teacher. All students are to comply with all aspects of the drills.

PARENTS, VISITORS AND OTHER GUESTS TO THE BUILDING

1. Parents will be informed via the school's newsletter and other publications, and a notice will be posted on each entrance door, that everyone must report to the main office when entering the building.
2. Parents, guests, or other persons who are in the building requiring access to locations other than the main office will be issued a visitors' pass.
3. Parents or their designees who are picking up students during the school day will be required to log in while signing their student out for the day.
4. Students cannot be released to anyone without proper notification and identification. Office staff is directed to ask for identification from persons who are unfamiliar to them.
5. Proper permission from a parent or guardian is required before a student will be dismissed from school. Students will not be dismissed to anyone except a parent without prior permission from the parent or guardian. When a parent or guardian cannot be reached, approval for dismissal of a student will be granted according to Emergency Medical Authorization forms on file at the school.
6. All school employees are instructed to question anyone who is in the building not wearing a visitor's or staff pass, or who is not recognized as a junior high student or an employee of the Milford Board of Education. These persons will be directed to report to the main office.

DAILY SECURITY PLAN

All outside doors will be locked before 1st period. The only doors opening from the outside from 7:15 A.M. to 2:05 P.M. will be the front doors by the office. The front doors will be monitored and anyone who wishes to enter the building must sign in and receive a visitor's pass.

The hallway gates by the office and by Room 46 will be locked by 3:00 P.M., depending on the afternoon's schedule. If groups are using rooms that are beyond the gates, the gates will be put up but not locked until the group is finished. Coaches will need to remind athletes that they may not be able to get to their hall lockers after practices and games. Athletes in season have lockers assigned to them in the locker rooms.

SCHOOL AGE VISITORS

We do not encourage school-age visitors in the building. However, in some extreme cases, students can receive special visitor passes from the Principal or Assistant Principal. Arrangements for all school-age visitors must be made at least one day in advance of the proposed visit. Permission will not be granted to any students from nearby schools, or whose age does not fall within the range of our student body. Visitors are not permitted during the first or last two weeks of school.

WORK PERMITS

Work permit applications can be obtained from the school secretary in the main office. Students need to have proof of a job before asking for the paperwork.

CANCELLATION OF SCHOOL

In the event of severe weather conditions or a similar calamity, the superintendent may choose to have school dismissed for the day. Students and parents are asked to listen to their radios, watch local TV news on severe weather days or check on-line at www.milfordschools.org. A notification will be sent using the District's C'Notify system. Please do not call the school unnecessarily.

POLICY REGARDING PARENTAL REQUESTS FOR CHANGING TEACHERS

When young adolescents deal with hormonal, emotional, and physical changes of puberty, conflicts with parents and teachers can be a natural consequence. Under stress, adolescents often mask their real frustration. Many times they misdirect their focus to other people, including teachers, instead of focusing on the actual source of their problem.

To help students grow to be responsible citizens and reliable employees able to deal with other personalities and other attitudes, we need to help young people learn to communicate and learn to adjust. Rapid schedule changes made when students, parents, or teachers, are emotionally upset can foster a selfish, immature attitude which is counterproductive for the long-term goals of learning to cooperate and to work well with others. On the other hand, a schedule change occasionally is the most helpful, productive adjustment for all concerned. To help make the most intelligent, beneficial decision for the student's long-term welfare, we have developed the following steps:

STEP 1: SET UP A CONFERENCE. Allowing a few days to plan comments and ideas will help all parties to deliver concerns more rationally and effectively. Face to face conferences, rather than telephone conversations, are best for problem-solving. If requested, a school counselor will be available to attend the conference. In most cases, the student should also attend.

STEP 2: THE PLAN. In the conference, all parties have an opportunity to listen to each other's viewpoint and clarify issues and concerns. Parents confer with the teacher to express concerns and discuss circumstances which affect the student's success. The teacher, parents, and student will use suggestions and comments to try to resolve the conflict. Participants agree to try the plan for a reasonable amount of time, typically for the duration of the grading period, or for any other mutually agreeable duration.

STEP 3: FOLLOW-UP IF THE PLAN FAILS. If the problem resurfaces, the parents will notify the counselor. Parents will write a formal letter to the principal, expressing the continued concerns and dissatisfaction. The principal will respond with appropriate action.

ATTENDANCE AND RELATED ISSUES

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

Each time a student is absent from school, or late to school, the parent must call the school before 9:30 AM to provide an excuse for the absence. If contact is not made with the parent, one of the office staff will contact the parents.

ATTENDANCE INFORMATION VOICE MAILBOX (395-8338)

Parents may call before or after school hours to report absent students. This is a voice mailbox, and is monitored daily by the attendance secretary.

STUDENT ABSENCES AND EXCUSES

Regular attendance by all students of the School District is very important. In many cases, irregular attendance is the major reason for poor school work; therefore, all students will be urged to make doctor appointments, do personal errands, etc., outside of school hours.

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

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

The Board of Education authorizes the Superintendent to establish a hearing and notification procedure for the purpose of denying a student driving privileges if that student of compulsory school age has been absent without legitimate excuse for more than 10 consecutive days, or a total of at least 15 days during a semester or term.

ABSENCES

All students are required to attend school every day in accordance with state compulsory school attendance laws. Good attendance is a necessity for success in school.

- a. All absences from the Junior High School, without prior approval, will be considered unexcused unless the parent/guardian notifies the Administrative Office between 7:00 and 9:30 A.M. on the first day of absence (395-8338).
- b. The Administrative Office will try to contact the home of students whose parent/guardian fails to call the school by 9:30 A.M. deadline. If the Administrative Office is not successful in its attempt to reach the parent/guardian on the day of absence, in order to meet the state requirements, a post card will be sent to the student's home. This card must be signed by parent/guardian and returned to the Administrative Office with a note of explanation attached. It should be returned within five (5) days of the postmarked date in order to determine whether the absence is excused or unexcused. Any card returned without an explanation will be considered unexcused.
- c. If your child arrives to school after 10:30 A.M. they are considered 1/2 day absent. If your child leaves before 12:30 P.M. they are considered 1/2 day absent.

Milford Exempted Village School District Truancy and Absence Policy

(5) Unexcused Absences for the year = Friendly Letter home with explanation of ORC.

(7) Unexcused Absences (year) = Phone call and follow up letter stating when charges are filed.

(12) Unexcused Absences (year) = Charges filed in Juvenile Court.

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 Batterson will monitor attendance every week of students in mediation

RETURNING TO SCHOOL FOLLOWING AN ABSENCE

When returning to school following an absence, all students should follow this procedure:

- a. If the parent/guardian failed to notify the school by phone regarding a student's absence, a written excuse from the parent/guardian must be presented to the office.
- b. The student assumes all responsibility for make-up work and must contact each teacher for any missed assignments. Students are permitted one day for each day missed in order to make up the assignments.
- c. "Unexcused" absences will be referred to the assistant principal's office for appropriate action.
- d. Students who accumulate unexcused absences, including truancy, will be subject to various forms of corrective discipline, including, but not limited to, lunch or after school detention, Saturday school, in-school suspension or assignment to the Milford Alternate School with parent conference. Referral to the Clermont County Court is required by law for students who establish unsatisfactory attendance patterns.

FAMILY VACATIONS

The Board does not believe that students should be excused from school for nonemergency trips out of the district. Students who are taken out of school for trips or vacations will not be given permission to do so by the school. The responsibility for such absence resides with the parents, and they must not expect any work missed by their child to be retaught by the teacher; however, if the school is notified in advance of such a trip, every reasonable effort will be made to prepare a general list of assignments for the student to do while he is absent.

MAKE-UP ASSIGNMENTS

MAKE-UP WORK FOR AN EXCUSED ABSENCE

The student assumes all responsibility for make-up work and must contact each teacher for any missed assignments. Students are permitted one day for each day missed in order to make-up the assignments. Students are responsible for turning their make-up work to their teacher(s) according to this timeline.

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.

MAKE-UP WORK FOR AN UNEXCUSED ABSENCE

A student whose absence from school is unexcused shall be permitted to make up work, except for the student who voluntarily does not report for school or individual class as assigned or leaves school property without authorization by school officials. It is the student's responsibility to secure the work. The work when satisfactorily completed and submitted in a timely manner according to established procedures, will be accepted for credit.

MAKE-UP WORK DUE TO AN OUT OF SCHOOL SUSPENSION

A student who is out of school due to suspension shall be permitted to make up work. This work, when submitted in a timely manner according to established procedures will be accepted for credit. The absence for out of school suspension will be an excused absence.

All students are provided *Student Agendas* in which they are expected to keep daily assignments. In practically all classes, teachers provide assignments each Monday for the entire week. This permits the student to log the assignments in his/her plan book or place a copy of them in his/her notebook.

We have also found the **STUDY BUDDY** system is the best way for students to get make-up assignments when absent from school for only a day or two and do have access to their plan books. Teachers will assist each student in arranging for "Study Buddies" in all classes.

GETTING ASSIGNMENTS DURING SHORT TERM ABSENCES

- a. Use the Student Plan Book and the "Study Buddy" system. Calling school for short-term assignments usually is slower than either one of these processes.
- b. **STUDY BUDDIES** should be prepared to explain any assignment accurately and efficiently. They should not be expected to carry home a load of books for the absent student. A parent may come to the guidance office to pick up books, but should call first to save time.
- c. Students are to use the space provided in the student schedule in the plan book to identify their study buddy (or buddies) and phone number(s) for each class.
- d. Parents need to make themselves aware of this process in order to prevent unnecessary delays.
- e. Parents who have access to the Internet can access their student's assignments via Edline. Our teachers are posting class assignments each Monday for the upcoming week.

GETTING ASSIGNMENTS DURING EXTENDED ABSENCES: 248-3444

On the second consecutive day of absence, parents may call the guidance office (248-3444) before 8:30 A.M. to request written assignments from teachers. We will collect assignments as soon as possible and put them in the student's locker. Please understand that we will not interrupt class instruction, so collecting the work will take time. Homework assignments are not given out for suspended or expelled students.

Classroom activities and discussions are a critical part of education. Students who are absent should read their textbook, outline chapter materials and take notes on what they have read in the textbook. These activities will assist students with keeping pace with their current lesson.

EARLY DISMISSAL

If a student wishes to be excused from school during a particular time of day, he/she must present a note signed by the parent to the Administrative Office prior to school. The student will be called directly to the office at the time he/she is to leave. The student must report to the Administrative Office to sign out.

LATE BUS

Students who arrive at school late because of a late bus are not counted as being tardy. These students need to follow the directions given to them upon arrival regarding the sign-in process at the office.

FIELD TRIPS

Students participating in school-sponsored field trips are not counted as being absent from school. However, students are responsible for work missed or due during the classes they may miss while on the trip and no extra time is given for work due the next day. In many cases, it is best for students to take care of make-up arrangements in advance.

There is a grade-wide field trip for 8th grade to Live Oaks. This field trip one of the career exploration opportunities provided to our 8th grade students. Permission must be granted for students to attend.

SHADOWING/MENTORING

Milford Junior High School encourages students to take advantage of opportunities to shadow parents or other adults in the workplace on a day when school is not in session.

Shadowing experiences sponsored by non-school groups, such as "Take Your Daughter to Work Day," will not be approved. They will be unexcused.

TARDINESS

There are clear expectations of all students to be prompt in their attendance to school and to class.

TARDINESS TO CLASS

Students are to be at each class on time. "On time" means that students are in their seat with their materials when the bell rings or when the teacher is ready to begin class. Students are dismissed from class by the teacher, not by the bell.

Students need to plan trips to lockers in such a way that it does not make it difficult to make it to class on time. It is not necessary for students to visit their lockers more than two or three times per day.

When students are late for class, or if they have to be corrected for infractions such as not bringing the proper materials, time is taken away from the planned activities for the day.

Penalties for infractions of school rules vary depending on the nature of the infraction. Teachers may assign detentions for such things as tardiness to class, failure to bring assigned materials, failure to do assigned work, and other similar misconduct. Such misconduct is monitored from class to class, and may result in students being assigned corrective action by the assistant principal if there is a pattern of frequency and/or general disregard for accepted practices of class attendance and participation.

Prompt attendance at all classes is important. Students are expected to be on time for all classes. Repeated unexcused tardiness to class will call for appropriate discipline by the classroom teacher.

TARDINESS TO SCHOOL

When arriving to school late, after Advisory has begun, students are to report to the Administrative Office to "sign-in". *Only proof of a medical, dental, legal appointment, or special circumstances approved by an administrator are reasons for an excused tardy.* All other reasons including traffic are considered unexcused tardies and will result in the following consequences:

Consequences

1st through 6th offense (during each quarter): **Warning**

6th offense: **Warning Letter**

7th offense: **Lunch Detention**

8th offense: **Two Lunch Detentions**

9th offense: **After School Detention**

10th offense: **Two After School Detentions**

11th offense or more: **Friday School**

CHRONIC TARDINESS TO SCHOOL

- Chronic tardiness is defined as any student who has accumulated 12 or more tardies during the school year.
- Once a student reaches 12 cumulative tardies for the year, the Coordinator of Social Services will be contacted. An attendance warning letter will be sent to the parents and to Juvenile Court. Students who exhibit chronic tardiness will be involved in an individual attendance modification plan.

STUDENT CONDUCT

Ohio law requires that students be informed of the rules of unacceptable behavior while under the jurisdiction of the school. This section of the handbook is designed to inform both students and parents of the discipline code at Milford Junior High School.

STUDENT CONDUCT PHILOSOPHY

The purpose of discipline at Milford Junior High School is to nurture an environment which supports:

- a. the development of the individual,
- b. a respect for uniqueness and diversity,
- c. the opportunity for all to learn free from fear and disruption,
- d. the health and safety of students and staff,
- e. the preservation of the property of students, staff and school, and
- f. the efficient and orderly operation of a complex organization involving more than 900 students.

BEHAVIOR EXPECTATIONS

All students are expected to control their behavior to comply with appropriate and accepted standards which includes the following:

1. Conduct themselves at all times with courtesy and respect.
2. Never infringe upon the freedoms and rights of other students.
3. Cooperate with fellow students in contributing to the general welfare, health and safety of all students, and cooperate with staff and others who have designated responsibilities.

4. Respect and follow reasonable directions or commands by school authorities, including school administrators, teachers, and support staff.
5. Conduct themselves in a manner which is positive and creditable to the student body, outside the school as well as within its confines.
6. Acknowledge and respect the property of other students, staff and the school.
7. Maintain habits of appropriate dress and personal grooming.
8. Accept the obligation of being a positive representative of Milford Junior High 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 Tuesday/Friday 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.

SEXTING

Sexting is the taking, disseminating, transferring or sharing of obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, emailing or sexting, etc.) may constitute a crime under State and/or Federal law. Any person taking, disseminating or sharing obscene, pornographic, lewd or otherwise illegal images or photographs may be punished under this code of conduct and will be reported to law enforcement and/or other appropriate State or Federal agencies, which may result in arrest, criminal prosecution and lifetime inclusion on sexual offender registries.

SEXUAL HARASSMENT

Sexual harassment is any unwelcome verbal or nonverbal behavior of a sexual nature which intimidates, demeans or embarrasses another person. Anyone who believes he/she is being subjected to sexual harassment should let the offender know immediately and firmly that the behavior is offensive and not acceptable, and if necessary, notify a person in authority (teacher or administrator) of the problem.

Sexual harassment is a violation of school policy and will not be tolerated. Offenses will be reported to the administration and will result in appropriate disciplinary action, including notification of parents. Violation of this policy may result in suspension or expulsion.

INTIMIDATIONS/THREATS

Students should not take any action or say anything that could be interpreted as a threat against any student, staff member, or the school. Milford Junior High will not tolerate any threats of violence.

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.

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.

BULLYING 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 FOR BULLYING

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.

If it has been determined that a student has been involved in bullying behaviors the following guideline for discipline will be used:

Offense 1: After school detention which will include writing a reflective summary regarding the incident

Offense 2: Friday school which will include writing an alternate reflection of why the bullying is continuing

Offense 3: Conference with parents, Olweus team and resource officer (when available) to discuss consequences and a plan to deter the behavior

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.

CLASSROOM EXPECTATIONS MATERIALS

Students will always be expected to have proper materials with them when they report to class. Proper materials include the Student Plan Book, a three-ring notebook with subject dividers, a supply of notebook paper, pens and pencils, textbooks, and all other materials necessary for class. Teachers will provide information about any special supplies or materials necessary for their particular classes.

TEXTBOOK CARE

In most classes, students will be issued a textbook for use for the duration of the class. Upon receiving a book, students are to look through it carefully, making notes about damage caused by previous users. Make a note of the page number and the damage. Students are to enter their name in ink in the place provided. This is extremely important so that the book can be returned if it is lost or misplaced.

Protective book covers are required for most textbooks. Teachers will be glad to assist students by monitoring this process. Experience has shown that the common grocery bag provides excellent protection. There are also commercial covers readily available for use by students.

Students are financially responsible to pay for lost or stolen texts issued to them, as well as for fines for damage to textbooks beyond normal wear and tear.

STUDENT BEHAVIOR IN NON-INSTRUCTIONAL AREAS

Student conduct in restrooms, corridors, the cafeteria and on school grounds is expected to reflect the rules of respect, health, welfare, rights and safety of others. Some kinds of behavior are simply not appropriate and are out of order.

Running, boisterousness, horseplay, and extreme loudness are not acceptable. The school setting is not the place for kissing, embracing or other signs of affection. Loitering in the restrooms is prohibited.

Students are expected to comply with reasonable requests made by staff in all non-instructional areas. Students should understand that the authority of the teacher does not end at the classroom door, but extends to every inch of the building and grounds. Students are also expected to cooperate with hall monitors, cafeteria workers, and custodians since these staff members have the necessary authority to fulfill their assigned responsibilities.

DRESS AND GROOMING

Our school expects all students to be clean, well groomed and dressed appropriately for school. This is rarely a problem at MJHS.

1. Clothing, jewelry, bookbags or other personal articles which contain, promote, glorify or refer to alcohol, drugs, tobacco, sexually suggestive contents, profane or lewd symbols or slogans, gangs* and/or groups, anti-social** or harassing, violence, death, suicide, gore and/or blood....shall not be worn or displayed. This also applies to words or symbols written on skin, books, and book covers, etc.

2. Students are to wear clothes that fit.

3. "Dog collars", leashes, spiked bracelets and waist or wallet chains are not to be worn or carried. Body piercing adornments are not to be extreme, distracting, or interconnected.

4. Extreme or distracting makeup is not permitted. This includes face painting and distracting hair.

5. No outdoor type coats, parkas or similar outerwear is to be worn or carried during the school day. This outerwear must be stored in assigned lockers. A light windbreaker or sweatshirt may be worn.

6. No hats, sunglasses, caps or other types of head coverings may be worn inside the building or carried during the school day. All such items must be stored in the assigned locker.

7. Appropriate footwear must be worn at all times. Safety is the primary consideration.

Upper Garments:

A. Clothing of see-through material in which undergarments are visible is not allowed. Any article of clothing that can be seen must meet the dress code.

B. These garments must have sleeves. Necklines should prevent exposure of the chest or any undergarments.

C. The length of the garment should be such that when arms are fully raised, no skin and/or lower undergarments are exposed between the upper and lower garments.

Lower Garments:

- D. All shorts, skirts (including slits), culottes and skorts must reach mid-thigh. Any rip or tear must be below mid-thigh.
- E. No leggings/tights may be worn unless covered with a top reaching a least mid-thigh
- F. No biker pants or shorts or nylon Umbro type shorts may be worn.
- G. Lower garments are to be worn at waist level.
- H. Undergarments are not to be exposed at any time.

*Gangs are defined as a group of people who have common goals, philosophies, dress and action, whose strength is found in intimidation, numbers involved and anti-social/unlawful activities.

**Anti-social behavior is defined as any act(s) by an individual or group that could be interpreted as insulting, demeaning, degrading or personally defamatory. Any or all of these behaviors negatively impact school climate and stifle our mission.

***Distracting is defined as to draw away the mind, attention, etc. and to confuse, disturb and/or bewilder.

****Mid-thigh is defined as the point on the thigh that the fingertips reach.

DISCIPLINARY OPTIONS HOMEWORK POLICY

Milford Junior High School recognizes the importance of assigning homework to our students. Homework assignments are designed to: reinforce skills learned in class, preview upcoming lessons, enrich the curriculum and provide and informal assessment of student knowledge. Therefore we believe the completion of homework is important and attributes to a students success.

If a student fails to turn in a homework assignment on the day in which it is due, the student will be given an opportunity to complete the missing assignment and return it the following school day. The assignment will be graded and the student will have the opportunity to gain half credit for the late assignment.

TEACHER ASSIGNED LUNCH DETENTIONS

Teacher-assigned lunch detentions are to be served in an area designated and supervised by the assigning teacher. Students receiving lunch detention will, in most cases, be detained from their normal procedures during the Homeroom/Lunch period no longer than 15-20 minutes. This will allow the student sufficient time to have access to the cafeteria in order to eat lunch.

Students who violate the rules of lunch detention will be reported to the administration. Violations of the detention rules will cause the offending student to lose credit for attendance at detention.

ADMINISTRATIVE LUNCH DETENTION

Lunch detention is assigned by the administration and held during the entire length of a student's Lunch Period, in a designated area. Lunch detention represents a supervised study hall in which students are expected to arrive on time and bring sufficient materials for study or reading. No talking or sleeping permitted.

Students who violate the rules of lunch detention will be reported to the administration. When absent from school on the day in which he/she was to serve lunch detention, a student is expected to serve detentions on the day she/he returns.

Students who are assigned lunch detention will have the opportunity to eat lunch during the duration of the assignment. Arrangements will be made for those students in lunch detention to purchase food items from the cafeteria, if necessary.

AFTER-SCHOOL DETENTION

Detention assigned by the administration is held after school, Monday, Wednesday, and Friday, from 2:15 – 2:45 P.M. in a designated area. Students are to report to the main office by 2:10. Detention represents a supervised study hall in which students are expected to arrive on time and bring sufficient materials for study or reading. No talking, eating or sleeping is permitted.

The length and number of detentions will vary in accordance with the problem being addressed and with the history of the individuals being assigned the detentions. The student must complete the detention(s) or face more severe consequences. Students who violate the rules of the detention will be reported to the administration. Students who are tardy to detention will not be admitted.

Students who have been assigned a detention will be allowed a minimum of 24 hours in which to make any necessary transportation arrangements to meet the demands of the detention. When absent from school on the day in which he/she was to serve detention, a student is expected to serve detentions on the day she/he returns.

Personal commitments or involvement in school or community activities do not constitute a basis for an exemption from detention.

TUESDAY/FRIDAY SCHOOL

The purpose of Friday/Tuesday School at Milford Junior High is to enable students who otherwise would be suspended to remain at school and at the same time, provide them with an opportunity to improve their academic standing and to learn to take responsibility for their behavior.

All rules of student conduct are in effect. In addition to the rules in the Student Conduct Code, the students will be expected to observe the following:

1. Friday/Tuesday School will meet from 2:15 PM until 5:15 PM. Students are to report to the main office at 2:10. Tardy students admitted after 2:15 PM will be required to attend an additional Friday/Tuesday School or detention time during or after a school day. The time will be recorded and the appropriate consequences calculated.
2. No talking, eating or sleeping is permitted.
3. No electronic devices, cards, magazines, or other recreational articles will be permitted.
4. No food or beverage may be consumed during Friday/Tuesday School.
5. There will be a ten minute break at 3:45 PM. Students may go to the restroom, throw paper away, get out of their seat, and sharpen pencils at this time. Students are not allowed to go to other parts of the building or outside.

6. Students are required to have class materials with them when they attend Friday/Tuesday School. The proctor will provide lesson packets from your teacher or an administrator. You are expected to complete all assignments given to you.
7. Tutoring in some subject areas may be available to students.
8. Assignments will be checked by the Friday/Tuesday School supervisor at the end of the day.

IN-SCHOOL ASSIGNMENT

Some infractions may warrant students being placed in our in-school assignment room for a certain length of time. This keeps the student from the typical classroom while allowing that student to complete any assignments that may be given.

ALTERNATE TO SUSPENSION SCHOOL

The Alternate to Suspension School is an option to suspending students out of school for infractions of school rules. It will provide a structured classroom for students who, out of school, would have no opportunity to make up work for credit, thus placing them in further academic jeopardy. The Alternate to Suspension School is housed within the Milford Success Academy, located next to the junior high.

SUSPENSION

The superintendent or principal may suspend a student for up to 10 consecutive days. A suspension bans the student from school premises and from school activities, if held off school grounds. The student will receive written notice of intent to suspend and the reasons for suspension. The student will have the opportunity before the principal or assistant principal to explain his/her actions. The informal hearing with the administrator may take place immediately after the incident being addressed.

Within 24 hours the student and parent/guardian will be given written notice of the suspension. This document will contain reasons for the suspension and its length, and will outline appeal procedures. In most cases, students will receive this written notice prior to leaving school.

EXPULSION

Only the superintendent may expel a student. Expulsion is removal of a student for more than 10 consecutive days, not to exceed 80 consecutive days. Recent changes in state and federal law enable or require the superintendent to expel for periods in excess of 80 days, or permanently, for certain violations.

The student and parent/guardian will be given written notice of the intent to expel, including reasons. The pupil and parent or representative will be given the opportunity to appear on request before the superintendent to appeal or explain the student's actions. Within 24 hours the student and parent/guardian will be given written notice of the expulsion and the steps necessary for readmission, if applicable. Milford Board of Education policy requires a recommendation for expulsion in all violations of the Drug and Alcohol Policy, and a recommendation for expulsion is standard practice for student violations which greatly endanger the health or safety of students, staff or visitors.

DISTRICT POLICIES

File: EDE-E

COMPUTER, INTERNET AND NETWORK REGULATIONS

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 express 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 agree 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.

I agree to follow the Milford Exempted Village School District Acceptable Use Policy. Should I commit any violation or in any way misuse my access to the Milford Exempted Village School District's computers, computer network, and/or Internet, I understand and agree that my access privileges may be revoked and disciplinary action may be taken against me as outlined in the applicable handbook or Code of Student Conduct.

(Please Print Clearly)

Student Name _____ Home Phone: _____

Student Signature _____ Date: _____

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.”

(Please Print Clearly)

Parent/Guardian Name _____ Phone _____

Signature _____ Date _____

Adopted: 10/16/97

Revised: 5/20/99

Revised: 8/24/00

Revised: 8/16/01

Revised: 1/17/02

Revised: 03/17/06

Revised: 08/10/10

LEGAL REFS.:

U.S. Const. Art. I, Section 8

Family Educational Rights and Privacy Act; 20 USC 1232g et seq.

Children’s Internet Protection Act; (P.L. 106-554, HR 4577, 2000, 114 Stat 2763)

ORC 1329.54 through 1329.67

3313.20

3319.321

CROSS REFS.:

IB, Academic Freedom

IIBG, Computer-Assisted Instruction

JFC, Student Conduct

JFCF, Hazing and Bullying

Milford Exempted Village School District, Milford, Ohio

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and

- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Milford Exempted Village School District, with certain exceptions, obtain written consent prior to the disclosure of personally identifiable information from a child's education records. However the Milford Exempted Village School District may disclose appropriately designated "directory information" without written consent unless a parent or eligible student (A student or former student who has reached age 18 or is attending a postsecondary school.) has advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Milford Exempted Village School District to include this type of information from a child's education records in certain school publications. Examples include:

- A playbill, showing a student's role in a drama production.
- The annual yearbook.
- Honor roll or other recognition lists.
- Graduation programs.
- Sports activity sheets, such as for 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 or eligible student'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 listings – unless parents or eligible students have advised the LEA that they do not want the student's information disclosed without their prior written consent.

If you do not want Milford Exempted Village School District to disclose directory information from your child's or eligible student's education records without prior written consent, you must notify the district in writing within two weeks of the first day of the beginning of the new school year. The Milford Exempted Village School District has designated the following information as directory information:

- Student's name (Legal Ref: Family Educational Rights & Privacy Act (FERPA) 34 CFR Part)
- Student's address
- Student's date of birth
- Student's phone number
- Student's place of birth
- Student's major field of study
- Student's date of attendance
- Student's date of graduation
- Student's sports and activities
- Student's weight and height if a member of an athletic team

PTA

Milford Junior High School's P.T.A. (Parent-Teacher-Association) provides considerable support for the school, its staff and students, our parents, and the community throughout the year. All parents, teachers and students are encouraged to become members and participate in the many programs and activities made possible by this group. **The P.T.A. Membership Drive** takes place during **September** each year. Look for membership materials in the mail and when brought home by students.

PresidentNicole Roll
 Vice President.....TBD
 Second VPMellenee Finger
 Treasurer.....Patty Pierce
 SecretaryCindy Detore

VISION STATEMENT

Milford Exempted Village School District

The Milford Exempted Village School District 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.

Vision Statement

Inspiring and preparing our students to reach their fullest potential in a diverse and dynamic world.

Core Values

The Milford school community values and believes in...

- A safe and nurturing environment for the development of mind, body, and spirit.
- All members developing their fullest potential academically, physically, and socially.
- Mutual respect among all
- Courtesy in all interactions
- The building of strong character through moral and ethical principles.
- Strong family and community support for the learning process.
- Accountability by all for their actions
- Open and honest communications
- Strong work ethic demonstrated by all members.

DISTRICT CONTACT INFORMATION

Board of Education Office/Central Office Administration 831-1314
777 Garfield Ave. Milford, Ohio 45150
School District Web Address: www.milfordschools.org

CENTRAL OFFICE ADMINISTRATION

Dr. Robert Ferrell, Superintendent..... 831-1314
 Mr. Tim Ackermann, Director of Human Resources 831-1314
 TBD, Treasurer 831-1314
 Dr. Jill Chin, Director of Elementary Curriculum and Instruction..... 831-1314
 Mrs. Nancy House, Director of Secondary Curriculum and Instruction 831-1314
 Ms. Karen Jacobs, Transportation Office..... 575-1563
 Mrs. Gerry Harris, Food Service Director..... 831-5030
 Mrs. Lynn Ochs, Technology Coordinator 831-1314

SCHOOLS AND PRINCIPALS

Boyd E. Smith Elementary: 575-1643

Mr. Bradley Lovell, Principal

Pattison Elementary: 831-6570

Mr. Gregg Curless, Principal

Meadowview Elementary: 831-9690

Mr. Rob Dunn, Principal

Milford Junior High School: 831-1900

Mrs. Kelli Ellison, Principal

Ms. Sarah Greb, Assistant Principal

Mr. Dan Yeager, Assistant Principal

Success Academy: 576-8924

Mrs. Mary Lou Assell, Director

Mulberry Elementary: 722-3588

Mr. Brian Zawodny, Principal

Charles L. Seipelt Elementary: 831-9460

Mrs. Melissa Borger, Principal

McCormick Elementary: 575-0190

Mr. Donald Baker, Principal

Milford High School: 831-2990

Mr. Mark Lutz, Principal

Mr. Thomas Willson, Assistant Principal

Mr. Dennis Klasmeier, Assistant Principal

Mr. Ernie House, 9th Grade Principal

Mr. Mark Trout, Athletic Director

BOARD OF EDUCATION – 831-1314

Mr. George Lucas, President

Mr. Gary Knepp, Vice President

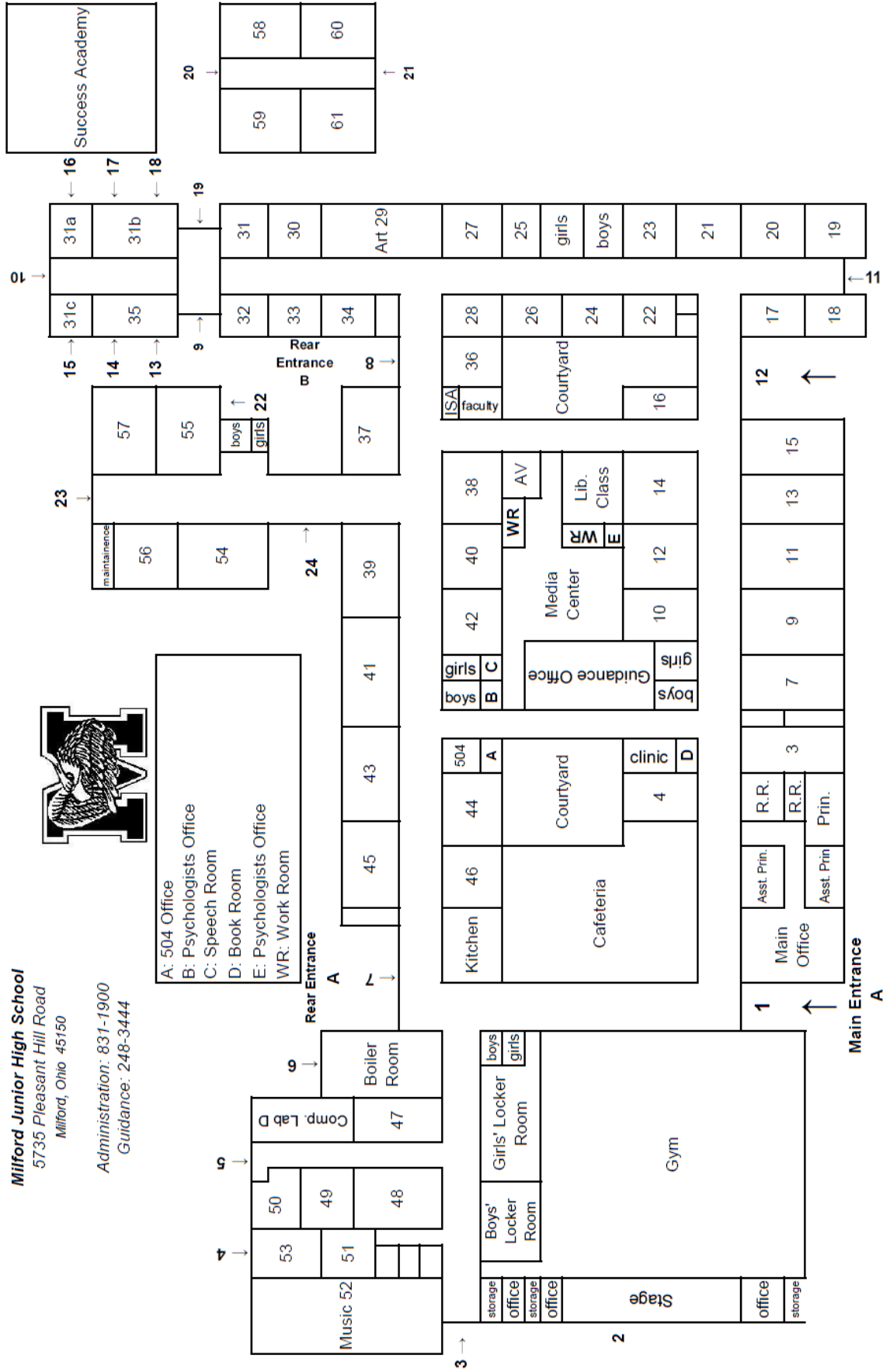
Mrs. Andrea Brady, Member

Mrs. Debbie Marques, Member

Mr. David Yockey, Member

Millford Junior High School
 5735 Pleasant Hill Road
 Millford, Ohio 45150

Administration: 831-1900
 Guidance: 248-3444



**MILFORD JUNIOR HIGH SCHOOL
SCHOOL CALENDAR
2011-12**

AUGUST

- 09 7th Grade Picnic
- 18 Student Schedule Pickup 12-5pm
- 19 Student Schedule Pickup 9am-1pm
- 22 Teacher Work Day
- 23 7th Grade Meet the Team
- 23 Teacher Inservice Day
- 24 8th Grade Meet the Team
- 24 Teacher Inservice Day
- 25 First Day of School

SEPTEMBER

- 01 Fall Aims Web Testing
- 05 Labor Day – No School
- 06 PTA Fundraiser Assembly Kickoff
- 07-20 Concert Choir Auditions
- 09 PTA Fundraiser First Turn In
- 09 Professional Dev. 2 Hr. Early Dismissal
- 12 Student Council Officer Elections (All Week)
- 12 OAA Pretest – 7th Reading/8th Math
- 13 PTA Mtg 6:30pm
- 13 PTA Fundraiser 2nd Turn In
- 13 OAA Pretest – 8th Reading/7th Math
- 14 Lifetouch Pictures
- 15 OAA Pretest – 8th Science
- 16 Student Council Officer Election Day
- 16 PTA Fundraiser Final Turn In
- 20 PTA 7th Grade Walkathon
- 21 PTA 8th Grade Walkathon
- 22 NJHS Parent Info Mtg
- 22 PTA Walkathon Rain Date
- 23 Interim Reports
- 26 Student Council Rep. Elections (All Week)
- 28 Concert Choir Parent Mtg

OCTOBER

- 03 Yearbook Sales Begin
- 11 PTA Mtg. 6:30pm
- 14 Professional Dev. 2 Hr. Early Dismissal
- 21 End of 1st Qtr
- 21 Student Council Dance 2:15-3:30pm
- 27 PIE Awards
- 28 Lifetouch Picture Retakes
- 28 Report Cards Mailed

NOVEMBER

- 07 Parent Teacher Conferences 3:30-7pm

- 08 Waiver Day – No School for Students
- 10 Parent Teacher Conferences 3-6:30pm
- 11 Professional Dev. 2 Hr. Early Dismissal
- 14 8th Gr. To Music Hall
- 15 PTA Mtg. 6:30
- 21 8th Gr. Live Oaks
- 22 Interim Reports
- 22 Camfel Productions
- 23 Thanksgiving Break NO SCHOOL
- 24 Thanksgiving Break NO SCHOOL
- 25 Thanksgiving Break NO SCHOOL

DECEMBER

- 01 Explore Testing
- 05 Canned Food Drive (12/5-12/16)
- 08 Holiday Band Concert @ MJHS
- 09 Holiday Concert Assembly (AM)
- 09 Professional Dev. 2 Hr. Early Dismissal
- 13 Choir Performance @ MHS
- 16 Concert Choir Nursing Home Holiday Tour
- 21-1/02 Holiday Break – No School

JANUARY

- 03 Classes Resume
- 10 PTA Mtg. 6:30pm
- 10 Winter Aims Testing
- 13 Professional Dev. 2 Hr. Early Dismissal
- 13 End of 2nd Qtr.
- 13 Yearbook Sales End
- 16 MLK Day – No School
- 19 PIE Awards
- 20 Report Cards Mailed
- 20 Student Council Dance 2:15-3:30pm
- 23-27 Concert Choir New Member Auditions
- 24 Lifetouch Activity Pictures
- 27 PTA Talent Show @ MJHS

FEBRUARY

- 07 PTA Mtg. 6:30pm
- 10 Professional Dev. 2 Hr. Early Dismissal
- 15 Current 7th Grade Registration Mtg.
- 16 Interim Reports
- 17 Inservice Day – No School for Students
- 20 President's Day – No School

- 21 OAA Post Test – 7th Reading/8th Math
- 22 OAA Post Test – 8th Reading/7th Math
- 23 Parent Teacher Conferences 3:30-7pm
- 23 OAA Post Test – 8th Science
- 27 Pasta for Pennies Fundraiser (Thru 3/16)
- 28 Parent Teacher Conferences 3-6:30pm

MARCH

- 08 Lifetouch Spring Pictures
- 08 Family Fest @ MJHS
- 09 Professional Dev. 2 Hr. Early Dismissal
- 13 PTA Mtg. 6:30pm
- 15 Winds of March Band Concert @ MJHS
- 23 End of 3rd Qtr
- 23 Student Council Dance 2:15-3:30pm
- 29 PIE Awards
- 30 Report Cards Mailed

APRIL

- 02-06 Spring Break – No School
- 09 Classes Resume
- 10 PTA Mtg. 6:30pm
- 13 Professional Dev. 2 Hr. Early Dismissal
- 19 NJHS Parent Mtg/D.C. Trip Info
- 23-27 OAA Testing

MAY

- 04 Interim Reports
- 04-07 NJHS Washington DC Trip
- 08 PTA Mtg. 6:30pm
- 08 Spring Aims Testing
- 09 Honor Society Tapping
- 09 Concert Choir Performance @ MJHS
- 11 Professional Dev. 2 Hr. Early Dismissal
- 11 Student Council 8th Grade Fun Night
- 15 Spring Band Concert @ MHS
- 17 NJHS Induction Ceremony @ MJHS
- 18-19 OMEA Dist. XIV Band/Choral Contest
- 22 Choir Concert Performance @ MHS
- 23 Concert Choir Spring Nursing Home Tour
- 24 NJHS New Members Mtg
- 28 Memorial Day – No School
- 30 End of 4th Qtr. – Last Day of School
- 31 Teacher Work Day